

## **OFR Q&A'S for FY2006/2007 RFA**

### **DUTY-FREE**

*What should I do if I applied for duty-free clearance in a particular country; however, I will not receive the official duty-free waiver until after the deadline for the RFA?*

If you have already applied for duty-free but will not be receiving the documentation until after December 20, 2005, then you may write a letter explaining when you applied and when you expect to receive the duty-free waiver from the recipient country. Once you receive the documentation you will need to submit it to PVC-ASHA. If the documentation is not received by the time of the application reviews in February, we may not consider the country in question for OFR funding. A decision to not fund one country due to lack of documentation will not affect potential funding for other countries for which you do have proper documentation. At the time of award, if duty-free documentation has not been submitted for a proposed recipient country, shipments to that country will not be eligible for OFR funding.

*What should I do if I would like to add a particular country in my OFR proposal; however, I have not yet applied for duty-free clearance?*

If you have not yet applied for duty-free clearance to a particular country, you should leave that country out of your proposal. If you obtain the duty-free clearance and receive an award, you may request to add this country to your list of eligible countries. Additional funding for that country will not be considered.

*What should I do if the duty-free paperwork I submitted for the last proposal is still valid? Do I still need to submit duty-free documentation?*

If the duty-free paperwork that you submitted two years ago is still valid, you may photocopy the documentation and re-submit it with this proposal. If it is not valid, or has expired, you need to obtain current, valid duty-free clearance and submit it with your proposal. All proposals must have duty-free clearance documentation for each recipient country proposed.

*What if the duty-free regulations stating that my consignee has duty-free status is a multi-page document? Do I have to submit the entire document?*

You do not have to submit the entire document. Please submit the relevant page(s) regarding duty-free clearance and note the law or policy from which this waiver is derived.

*Is it ok if the consignee has duty-free status in the recipient country but the PVO does not?*

Yes.

### **CONSIGNEES**

*Can I have more than one consignee in the same country?*

Yes, but you must have a Consignment Affidavit for each one.

*What if my consignee changes?*

It is your responsibility to keep us current on your consignee situation. If your consignee changes you need to submit a new Consignment Affidavit with the current contact information.

*What if I have consignment affidavits that were signed for the last proposal in 2003, and none of the information on them has changed, can I submit these for this proposal too? Or do I need to do new Consignment Affidavits?*

If none of the information on the original Affidavits has changed, you may photocopy these and submit them.

## **PROGRAM RESTRICTIONS**

*On page 9 it states that OFR funds can not be used “To support commodities funded by the U.S. Government or supported by other USAID-funded programs.” If we received funding for a program through USAID or other government agency; however, the commodities were not funded by the government, and we acquired them through our own means, can we use OFR funds to transport them?*

**IF** the commodities themselves were not funded by the U.S. government (USAID or other agency), **AND** there is nothing in the agreement with the other program which states or implies that the PVO must use their own funding to transport the supplies, then OFR funds may be used to transport the commodities (assuming these are approved commodities for approved programs and countries). **HOWEVER**, if there is any funding in the other U.S. government grant that is designated for the purchase and/or transport of these commodities, or if there is any agreement or understanding with the other grant provider that the PVO themselves must use their own funding to transport the commodities (for example if the other grant is a matching grant, and part of the PVO’s responsibility or “match” is to pay for the transportation of commodities), then OFR funding can **NOT** be used to transport these commodities.

## **CERTIFICATES**

*The RFA does not have the certificate on terrorism. Is this certificate required for OFR?*

Yes. The certificate has been added on page 36 of the RFA.

*The Drug Trafficking Certificate requires us to read USAID ADS 206. How do I locate this on the USAID website?*

Go to the Policy drop-down list. Choose “Policies and Procedures (ADS)”. Click on “Series 200 – Programming Policy”.

## BUDGET

*If my consignee pays for the inland transportation from port to final destination should I still include these costs in the budget under ancillary cost? Do I need to include them in my supporting documentation (i.e. freight forwarder cost sheets)?*

If the foreign inland transportation will be paid for by the consignee or someone other than the OFR grantee, then it is not necessary to include these costs in the budget or freight forwarder cost sheets. However, the applicant should note why these costs are not included. If the applicant thinks that there may be a chance that they will pay these costs at some point, they should include these as part of their ancillary costs.

*Do we need to submit a cost sheet for both budget years? What if my freight forwarder quotes today's prices; however, these prices rise over the next two years? What if my freight forwarder inflates the prices for the cost sheets, allowing for a rise in prices; however, the cost does not rise as much as they projected?*

Every shipment listed in both budgets must have supporting documentation – i.e. be listed on a freight forwarder cost sheet or other supporting document as noted in the RFA on page 14. Our reviewers will review and compare cost sheets to make a general decision as to the accuracy of the quotes. We will take into consideration that these costs may fluctuate and that predicting costs can not be an exact science. These quotes will be used to be sure that the costs in the budgets are at least in the correct “ballpark.” It is the grantee’s responsibility to make any adjustments in their budgets and/or program plan to cover the actual cost of the shipments.

*Can the freight forwarder cost sheet(s) come from one freight forwarder even though in reality we may use different freight forwarders for the shipments?*

Yes.

*Will you only accept freight forwarder estimates, or will other documentation meet this criteria?*

*It is not necessary to submit only freight forwarder estimates. If you have other relevant documentation such as bills of lading, these will be acceptable to the review committee. The key issue for the review committee is to see evidence from the applicants that their budget estimates are supported by external sources.*

*What is place of origin? What if I receive my commodities from a foreign country before shipping them out of the U.S. – would the place of origin be the country from which the commodities originated?*

The place of origin is the state or city in the U.S. from where the shipment begins.

*What if we do not know from where the cargo will originate? How can we create an accurate budget?*

Again, we understand that predicting exact costs of future shipments is not possible. If the exact place of origin of the cargo is unknown, then you may wish to look back at where the shipments originated the past two years and create a budget based on these locations. This will at least give you a place from which to estimate the U.S. inland costs to be included in the ancillary cost section of your budget.